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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Services

DATE: 6 December 1951

FROM : Chief, Building Maintenance and Utilities

SUBJECT: Report of Operations by the Building Maintenance and Utilities
Division during the month of November, 1951.

Volume:

1. Requests for services processed during month of November
 - A. New Requests by memorandum or requisition 268
 - B. On hand prior to November 1 34
 - Total 302
 - C. Written orders placed with G.S.A. 240
 - D. Number on hand no action as of 30 November 10
 - E. On hand 60 days or more and not yet submitted to GSA (Copies attached hereto) --
2. Funds obligated (This section submitted January, April, July, October)
 - A. Fourth Quarter Encumbrances
 1. Routine alterations, painting, repairs \$18,200.00
 2. Special Projects
 - a. Renovations (6605) 70,674.00
 - b. Renovations (Other) 4,105.00
 - Total \$74,779.00
 3. Protective Services (GSA Guards)
 - a. 137 reimbursable posts- 140 61,489.00
 - b. 34 non-reimbursable 34
 4. Laborers and Trucks (From GSA) 5,333.00
 - Total Funds Obligated \$66,822.00

Total Funds Obligated Calendar Year 1951

\$141,601.00

1st. Quarter	2nd. Quarter	3rd. Quarter
\$87,291.00	\$123,002.00	\$173,525.00

3. Sums paid to G.S.A. during November against orders
encumbered in first, second and third quarters.

No monies paid to G.S.A. during November

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4. Work Load Status

A. Number of Requests on which orders have been placed but work has not been completed.

30 days old	120
60 days old	83
90 days old	63
120 days old	21
Total	<u>287</u>

B. Orders submitted to GSA non-reimbursable

In writing	20
Verbal	300
Total	<u>320</u>

C. Inter-office memorandums 23
Inter-agency letters 3

D. Space moves during November 25
Total personnel moved 530
Man hours by GSA Laborers 2542
Est. cost \$3656.

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